1. Purpose:
The purpose of this procedure is to ensure consistency in the planning of Occupational Health and Safety (OHS) activities in DEECD workplaces.

2. Scope:
This procedure applies to all Department of Education and Early Childhood Development (DEECD) schools and central and regional offices. This procedure is not meant to cover the strategic planning of OHS that occurs at senior management level within DEECD.

3. References:
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

4. Definitions:
- **Activity:** Any development, implementation, review and enforcement of DEECD OHS procedures.
- **Deputy Health and Safety Representative:** An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to OHS in the absence of the HSR.
- **Employee:** An employee nominated to complete specific OHS tasks (this can be the HSR, a member of the health and safety committee or another employee in the workplace).
- **Hazard:** Anything with the potential to cause harm, injury, illness or loss.
- **Health and Safety Representative (HSR):** An elected employee responsible for representing employees within a DWG on matters relating to OHS.
- **Management OHS Nominee:** A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.
- **OHS Committee:** A cooperative forum for employers and employees to work together on OHS issues.
- **OHS Procedures:** Specific procedures that combine to make up DEECD’s OHS Management System (OHSMS). DEECD system documentation can be distinguished by the unique numbering system DEE EHU-XX-X-X.
- **Risk:** A description of the likelihood and consequence of a hazard causing injury or illness.
- **Workplace Manager:** The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

5. Responsibility:
**Workplace Manager and/or their Management OHS Nominees** are responsible for:
- Providing and utilising resources to implement, maintain and review activities on the OHS Activities Calendar or equivalent template/form;
- In consultation with relevant persons, review and plan the OHS activities or equivalent...
template/form at the commencement of each year;
- Ensuring that as a minimum the actions required in each of the OHS procedures are planned and implemented;
- Ensuring that employees, contractors and visitors have relevant information, instruction and training to enable them to complete the planned activities in a safe manner;
- Reviewing the OHS Activities Calendar or equivalent template/form to ensure that planned activities are completed; and
- Making sure that the current OHS Activities Calendar or equivalent template/form is available to all employees and prominently displayed in the workplace e.g. on noticeboards.

Employees are responsible for:
- Participating in the review and planning of activities listed on the OHS Activities Calendar or equivalent template/form;
- Taking part in and completing activities as agreed on the OHS Activities Calendar or equivalent template/form;
- Reporting back to the Workplace Manager and/or Management OHS Nominee on the status of required activities; and
- Advising the Workplace Manager and/or Management OHS Nominee where additional activities may be required on the OHS Activities Calendar or equivalent template/form.

6. Procedure:

6.1 OHS Activities Calendar
A generic OHS Activities Calendar has been developed to reflect the requirements of the DEECD OHSMS. This can be modified to meet the needs of the workplace. However, an equivalent template/form that meets the requirements of this procedure may be utilised.

6.2 Initial Review of the OHS Activities Calendar
The Workplace Manager and/or Management OHS Nominee is to consult relevant persons when first reviewing the OHS Activities Calendar or equivalent template/form for the workplace. These should include:
- Area/subject coordinators involved in the task, activity or area;
- Relevant OHS committee members or HSR; and
- Employees who would be expected to undertake the task or activity.

During the initial review, the Workplace Manager and/or the Management OHS Nominee should review each activity for applicability to their workplace. Delete items that are not appropriate and list any additional activities that may be required or requested following the consultation process.

This may include:
- OHS Related Training (e.g. HSR 5 Day WorkSafe Approved Training Course);
- Safe Use of Machinery in Technology Course; and
- Anaphylaxis Training.

Once the activities have been agreed on, the Workplace Manager and/or Management OHS Nominee, in consultation with HSR and employees, should set the frequency of the activities. In many instances the activity will have reoccurring requirements over the year

Note: Some activities have a required minimum frequency e.g. workplace inspections, while others
should be agreed with employees e.g. delivery of hazard specific training.

6.3 Allocating Responsibility for Activities
Once the OHS Activities Calendar or equivalent template/form is finalised, the Workplace Manager and/or Management OHS Nominee is to ensure the activities that are planned are implemented via the allocation of responsibility and resources.

Employee participation has several benefits, including:
- Demonstrating employee participation in the identification, assessment and control of hazards;
- Reducing the load on the Workplace Manager and/or Management OHS Nominee;
- Introducing employees to the planning process;
- Increasing the chances of identifying more hazards by involving a broad range of employees; and
- Allowing the Workplace Manager and/or Management OHS Nominee to match activities with skill sets and competencies of employees.

The agreed activities should be clearly communicated by either including the names or titles of the employees on the OHS Activities Calendar or equivalent template/form or via other means, such as email, written statement etc.

It is the responsibility of the Workplace Manager and/or Management OHS Nominee to ensure that employees are aware of the procedure for completing activities and the minimum documentation that must be used to record the outcome of the activity.

Note: Details relating to the procedure for completing activities and the documentation required can be found in each of the procedures under this OHSMS.

The Workplace Manager and/or Management OHS Nominee should ensure that copies of the OHS Activities Calendar or equivalent template/form are prominently displayed in the workplace; multiple copies may be required in larger schools and offices.

As activities are updated on the OHS Activities Calendar or equivalent template/form the Workplace Manager and/or Management OHS Nominee must ensure that only the most up to date copy is on display.

6.4 On-going Review of the OHS Activities Calendar
The Workplace Manager and/or Management OHS Nominee must review the OHS Activities Calendar or equivalent template/form on a regular basis:

As a guide the Workplace Manager and/or Management OHS Nominee should review the OHS Activities Calendar or equivalent template/form:
- Following a review of the Risk Register;
- When first implementing the OHS Activities Calendar or equivalent template/form in the workplace;
- Every month;
- When hazards and incidents are reported;
- When controls are not effective and need review;
- When new OHS training needs are identified; and
- When new or additional activities are required by DEECD, auditors or the regulatory authority (WorkSafe).

If an activity has not been implemented by the intended date the Workplace Manager and/or
Management OHS Nominee is to identify the reasons for the delay and in consultation with relevant employees, determine an alternate date and update the OHS Activities Calendar or equivalent template/form accordingly.

Employees are expected to complete the activities that have been mutually agreed with them. Where activities have not been completed the employee must inform the Workplace Manager and/or Management OHS Nominee, within a reasonable time so that an alternative date for the activity can then be agreed and the OHS Activities Calendar or equivalent template/form can be updated is outlined above (see Section 6.2.2).

A new OHS Activities Calendar or equivalent template/form is required every 12 months. It is the responsibility of the Workplace Manager and/or Management OHS Nominee to make sure that this occurs.

Advice may be sought from your DEECD Regional OHS/WorkSafe Advisor, or by contacting the OHS Advisory Service on 1300 074 715 or the EHU if required.

7. Related Documentation:
OHS Activities Calendar

8. Version Control

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